KyoteWrite: The KYOTE Stand-alone Writing System

Paul Eakin

Lana Kaliko

K.K. Kubota

February 1, 2017

The Kyote Writing System is what Kyote employs to offer keyboard-entered, open response assessments such as the Kyote English Exam . The submissions are electronically distributed to (human) graders for evaluation with the data collected and securely organized in the Kyote database.

KyoteWrite is a program that allows users to *independently* operate local versions of the Kyote Writing System through modified Kyote Placement Classes. It is freely available to non-commercial, non-profit Kentucky colleges and schools.

- While it operates exactly like the Kyote College Readiness Writing exam, in this system student submissions are scored locally and the results interpreted by the school according to its own choice of scoring rubrics and objectives¹
- The data is owned by the student and the school, is covered by FERPA and is not available to any third party unless shared directly by the school or student.

There are currently two default configurations available, both for writing. The first, for K12 schools, provides the following:

- A writing practice program modeled on the Kyote English Exam and based on a collection of writing prompts distributed by the New York Times *The Learning Network*²
- The Kyote English practice exam which features prompts analogous to those for the Kyote English Exam and,
- The Kyote scorer practice exam and preparation materials

A second configuration, for colleges only, adds the the college version of the Kyote English Exam for English placement.

University of Kentucky

https://www.nytimes.com/spotlight/learning-writing-prompts

¹For Kentucky College Readiness practice the scorer training materials, rubrics, etc. are available along with the the scorer practice exam at www.kyote.org.

²https://www.nytimes.com/section/learning

Contents

1	Setting up KyoteWrite				
	1.1	Configuring the Class: assigning roles	3		
2	Sch	neduling an Exam Session	5		
	2.1	Note on how much time is allowed	5		
	2.2	Note on Session Times	6		
3	Gr	ading the Session	6		
	3.1	The Manage Placement Exams Grading page	6		
	3.2	Grader Assignment	7		
	3.3	Grading			
	3.4	Finalizing Grades			
	3.5	"Unfinalizing"			
		3.5.1 Finalized Records Lookup			
	3.6	The Evaluate Graders tab			
4	Exa	um Results	13		
_		4.0.1 Student Access to Results	14		

1 Setting up KyoteWrite

KyoteWrite is managed in an extension of a basic Kyote placement class.

1. Follow the instructions in the Kyote User Guide and set up a **new** placement class.

Do not schedule any exam sessions in this class until it has been converted to a KyoteWrite class. Initiate the conversion as follows:

- 2. Login at www.kyote.org and enter a help message asking that the newly created class (please identify it by name) be converted to a Stand-alone KYOTE Writing Class and provide the following information:
 - (a) Whether the class is for a (K12) school or a college.
 - (b) The minimum number of graders per submission.

The strongly recommended value is "one" (1). The Kyote Writing College Readiness program requires a minimum of two but that makes the program considerably more complicated to manage.

(c) The minimum passing score.

The system will only accept scores that are integers in the range 0..10. It requires one of these to be the minimum passing score. The Kyote Writing College Readiness program sets its minimum passing score at 6 and this is the default.

The conversion, which typically takes about 48 hours, will replace the "Newman's NKU Placement List" with a new one which contains the current KYOTE practice writing exam, a "New York Times" exam in which the prompts are taken from the New York Times web site *learning.blogs.nytimes.com*, and the KYOTE Scorer Practice Qualification exam. In addition, for colleges the replacement list will also contain the college placement version of the KYOTE College Readiness Writing Exam.

You will be notified by email (to the address registered to the class owner account) when the conversion is complete.³

1.1 Configuring the Class: assigning roles

The class configuration can be done at any time after the class has been created. Only program staff are class members of the placement class. Membership is conferred (and revoked) by the class owner and anyone upon whom the owner has assigned the ownership role.

The process by which an owner adds members to a class and assigns their roles by editing the class members table is described in the *Kyote User Guide*. The staff responsibilities and role assignments

³You can verify that the conversion is complete by logging in at www.kyote.org, selecting "Go To Mathclass", and checking that the class listing in the "Yellow Menu" has the appearance indicated in the image on page 6. Alternately, you can start to schedule an exam session in the new class and can check on whether the choices are all about writing.

required are given below⁴

Two levels of responsibity may be assumed by active class members: **staff** and **professional**.

- 1. **Staff responsibilities** do not involve access to student records or other privileged information as described in FERPA⁵. The *KyoteWrite* tasks that entails only staff responsibility is exam scheduling. This is assigned with the "Report Reader" or role.
- 2. **Professional responsibilities** are those which cannot be discharged without direct access to student records. These include grading, grader assignment and evaluation and are assigned with the "Homework Writer" (H) and "owner" (o) roles.

			Teacher
Role	Symbol	Permission(s)	Permission
			Required
	О	Assign, Evaluate Graders,	
		Schedule Sessions,	
Owner		Upload Submissions,	Yes
Owner		Grade Exams	
		Re-attribute Exams ^a	
		Declare Exams Faulty b	
Report Reader	r	Schedule Sessions, Upload Submissions	No
Homework Writer	Н	Grade Exams	Yes
110Hiework Willer		$Flag Exams^c$	

^aIf an uploaded exam is attributed to the wrong student, the owner has tools to re-assign it.

Thus someone whose only responsibility is to score submissions would have the "Homework Writer" (H) role whereas a grader who also schedules sessions would have both the "Homework Writer" (H), and the "Report Reader" (r) roles.

Someone who simply interprets the results (e.g. an academic adviser or admissions officer) would need only the "Homework Reader" (h) role.

Keep in mind that all roles other than Report Reader (r) require teacher permissions.

^bIf an uploaded exam cannot (or should not) have been graded (e.g. it is not readable or has suspicious content) then the owner can declare (and un-declare)it "faulty". This basically sets it aside for future consideration.

^cGraders who are not owners cannot re-attribute or toggle the "faulty" status of an exam. They can, however **Flag** a submission which calls it to the owner's attention.

⁴The class owner should be very careful to assign precisely the roles individuals require to discharge their responsibilities. While it is certainly possible to make everyone an "owner" (and thus able to do anything), this is not a good idea. Any class member with such authority has full access to all of the data as well as the ability to admit new and remove old members (other than the class owner).

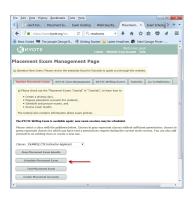
⁵the Family Educational Rights and Privacy Act, http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

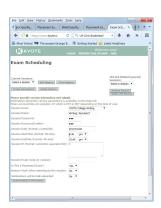
⁶The reader will have noted the strange titles assigned to the various roles. This is a case of a system originally developed for instruction having been adapted to serve a different, but related purpose. While it would be possible to edit the names to reflect this activity, there is only one system to serve numerous activities. So editing the names for one changes them for all of the others who have already adapted to the idiosyncratic nomenclature.

2 Scheduling an Exam Session

As noted earlier, exam sessions are scheduled exactly as described in the *Kyote User Guide* for the Kyote Writing Exam.

We illustrate with the single session of the KYOTE College Writing exam: "Writing: 9amJan27" which was was scheduled in the class "CTE Instructor Applicant". Two "students" took the exam: Jackson Beagle and Jackie Beagle.





2.1 Note on how much time is allowed

The system constraints on how long a student can work on an exam are exactly the same as those for all of the Kyote exams.

Once a student has started taking an exam he/she can submit that exam only once⁷.

An exam can be started only at a time (any time) between the StartingTime and the EndTime for the session. From the start of his/her exam a clock in the upper left corner of the exam displays the elapsed time.

- 1. If the "Restore work when returning to the session" option is set to "No" then the student <u>must</u> submit before the clock reads 1:00:00. At that point the "Submit and Record Results" button is irreversibly disabled. The system does not warn that this is happening.
- 2. If the "Restore work when returning to the session" option is set to "yes" then the student can at any time before the session EndTime, without submitting, press "Save Work", log out⁸ and

⁷If a student submits an exam, it is possible for him/her to log back into the same session and start another version of the exam (as long as the session EndTime has not past). If the second exam is submitted then the student will have at least two submissions in the results for that session so this is straightforward to detect. It is not uncommon for a student to, for whatever reason, submit the exam almost immediately. In such cases the proctor has the opportunity to let the student start another exam and to inform the class owner of the situation. The owner has the option of ignoring the first submission or (preferably) declaring it "faulty" using a checkbox on the exam. This removes it from the exam results unless the owner subsequently unchecks that box.

⁸What is required is an interruption in the connection between the browser and the server. So, for instance, this handles transient power or communications interruptions with might otherwise result the need to reschedule an entire session with the resulting loss of professional and student time.

then log back in and re-open the exam. The work will be restored exactly as when it was saved except that the clock starts over and the student has another hour to work⁹.

2.2 Note on Session Times

When scheduling sessions keep in mind that session times are the corresponding time in Lexington, Kentucky. Thus while this might at first give pause, were the exam intended for a candidate who is just finishing the school day in Honolulu, Hawaii then the time would be perfectly reasonable.

3 Grading the Session

Once the students have completed and submitted their essays there remain the tasks of grading the submissions and communicating the scores to the students and the academic personnel (advisers, admissions officers, teachers, etc.) with the proper credentials. As with all Kyote exams, results are communicated to students through their Kyote accounts and to appropriate college personnel through membership and roles in the KyoteWrite class. Also, just as with the college readiness exams, students are able to make their scores and their complete submissions available to participating colleges. This is all covered in the Kyote User Guide so what remains to be discussed is the actual grading process.

3.1 The Manage Placement Exams Grading page

Grading is managed at the **Manage Placement Exams Grading** page. Only the placement class owner(s) access this page. That is done via either of:

1. the **Grading Mgmt** link for the placement class in the "Yellow Menu" at www.mathclass.org¹⁰



⁹This feature exists as a mechanism for handling students with accommodations, the possibility of interruptions in schools (e.g power interruptions and fire drills, etc). However, unless such sessions are managed carefully, it can be a serious security problem -particularly in cases where the session time is set much more than an hour. In such cases a student might, for instance, kill his/her browser session rather than submitting and then go to an external machine and continue afresh (or have someone else do so using his/her login) without supervision. A look at the results page shows that everything is time-stamped so such activities can readily be detected. However that wastes a lot of valuable time.

¹⁰Recall that one can move back and forth between Mathclass and Kyote using the "Placement Exams" link on the Mathclass main page and the "Go To Mathclass" link on the Placement Exam Management Page





2. the **Score Assigned Writing Exams** link at the "Kyote Writing Scorer¹¹" tab on the Kyote Placement Exam Management Page.



3.2 Grader Assignment

The first step in grading a session is Grader Assignment.

Each session must be assigned a grader. This is done by an owner at the **Assign Graders** tab on the Grading Management page.

Selection of the **Assign Graders** tab produces a "Sessions to Assign Graders" table. In this case there is only one row in the table and it corresponds to the "Writing: 9amJan27" session. The row contains the general information about the session which includes the identity of the scheduler and their affiliation, when it ended, the minimum number of graders required¹², the number of submissions currently requiring grading, and the session Status¹³.



In the above image, when the **Assign Graders** tab was first selected, the button at left in the row corresponding to "Writing: 9amJan27" read "Assign". When it was pressed, the table "Assign Graders To Session Writing:9amjan27" appeared. Each row of the table corresponds to one individual in the grader pool¹⁴. In this case there are four available graders: Paul Eakin, Lana Kaliko, Angie Fischer, and Marissa Hancock. By a check at right, the system noted that Lana Kaliko's account has same affiliation as the session. This means that account has the same school or institutional affiliation as that of the account that created the session and is therefore ineligible to score this session¹⁵.

¹¹Before pressing this link, be sure to select the correct class in the menu on the Placement Exam Management Page ¹²The Kyote college readiness exams require two graders (and of course a third if they don't agree) which necessarily involves a considerable amount of overhead. Requiring only one grader (which in no way precludes the use of multiple graders) avoids a large amount of complexity and results in a much faster grading process.

 $^{^{13}}$ In the previous image the status is "in progress" which indicates that the screen clip was made during the 9:40-10:40 pm session time specified when it was scheduled. If the 10:40 time had passed the status would have been "over".

¹⁴The grader pool for a KyoteWrite class is the collection of all class members with teacher privileges and roles "H" (Homework Writer) or "o" (Owner).

¹⁵This is used in the Kyote College Readiness exams to prevent sessions from a school being assigned to a scorer at the same school.

Here the owner has selected Paul Eakin and Marissa Handcock by checking the boxes to the left of their names. Note that just selecting the checkboxes does not make the assignment. To complete the assignment the owner must select **Save** at lower left. If the **Notify** box has also been checked (this is optional) then each assigned grader will be sent an email informing him/her of the assignment. The appearance of a popup "Operation Successful" after "Save" is pressed indicates that the assignment has been recorded.

Having been assigned in this manner, either of the checked accounts is then able to access and score any submission in the session. The "Min Graders" = 1 means that only one scorer's assessment is required for the class owner to be able to assign a final score.

The system provides tools (see the **Evaluate Graders** tab on the Grading Management page) for the owner to monitor the work of the graders, to send reminders, to add graders and remove them (by changing the grading assignment at the Assign Graders table. If a grader is removed from a session, any grades he/she has assigned for the session will remain part of the grading record(s) for that session.

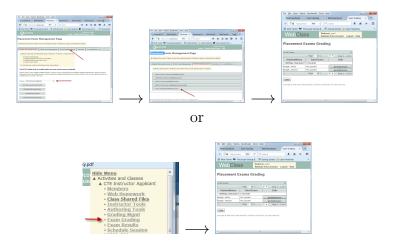
3.3 Grading

To score writing exams a grader does one of the following which are illustrated in the images below:

- 1. At the Placement Exam Management page at www.kyote.org: (a) select the placement class in which the session was scheduled and then (b), Select "Score Assigned Writing Exams" at the **Kyote Writing Scorer** tab. Or
- 2. Select **Go To Mathclass** on the Placement Exam Management Page (or log in directly to www.mathclass.org with the same teacher credentials) and then selects **Exam Grading** in the yellow menu for the placement class in which the session was scheduled.

This takes one to the Placement Exams Grading page and opens there a table of the sessions to which the grader has been assigned.

To get to the assigned grading take scorer takes either of the two paths indicated below:



In the Placement Exams Grading table (above), the small box to the left of each session name is a link.

If there is a "-" in the box selecting it expands the row to a table of the submissions in the session that remain to be graded. If there is a "+" in the box selecting it collapses the list of submissions to the single row

To grade an item, select **getSubmission** in the corresponding row. This produces a new tab in which the submission is displayed. If the tab does not appear then be sure that popups are enabled from www.mathclass.org.

At upper left there will be two small boxes: the leftmost gray with a yellow "1" box immediately to its right. Selecting the yellow box expands the page to present the writing prompt, instructions, and the student's essay. The essay is presented in a small text editor.

- 1. The grader can use the editor to score and comment the submission but the amount of feedback required is strictly up to local writing program and the scorer.
- 2. Any annotation entered (and not removed) by the grader before the score is recorded (see below) will irreversibly become part of the submission. Also, any text deleted and not restored before the score is recorded will be lost 16.
- 3. Of the essay and grading/scoring marking, only the grade is retained in a searchable format.





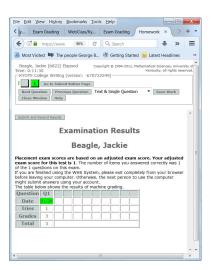
- 4. The scorer records his/her score as follows:
 - (a) Enter a score¹⁷ in the "Grade for Question 1" textbox at the bottom of the page
 - (b) Select the "Go to the Submit Button Page" button at the top of the page
 - (c) Select "Submit and Record Results" on the Submit Button Page.

When the page has been processed successfully the yellow "1" button will turn green and the system will return a results table indicating the Date, number of tries (which must be 1 in this case), and the score (given in the "Grades" row.)

¹⁶In case part of the submission is accidentally deleted the simplest thing to do is simply kill the browser tab and reload it from the Placement Exams Grading page.

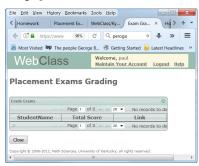
¹⁷Scores must be non-negative whole numbers. The scorer scores will be used by a class owner declare a final score which will have to be an integer from 0 to 10.





Once the grade for an essay has been submitted, dismiss the tab or return directly to the table and select another. When only one grader is required, items for which grades have been recorded are no longer available to the grader. They can be further edited and the grade adjusted by the owner as part of the "finalization process¹⁸".

5. As items are scored they are dropped from the Placement Exams Grading table 19 so the table is empty when there are no more ungraded submissions in the session.



3.4 Finalizing Grades

Once grades are assigned to a submission by the grader(s), the final scores are recorded by the owner(s) and released to the student(s) at the **Finalize and Release Exams** tab on the **Manage Placement Exams Grading** page in a process called **finalization**.

Selecting **Finalize and Release Exams** produces a table of all submissions that have been scored by the minimum number of graders but not finalized. Unfinalized submissions are listed (in chronological order) by the name of the exam generator and then session. The name of the current *Kyote College Writing* exam generator is *kyotewritingcollege17MAr16mw*. The small square to left of the exam generator name is a link. If it contains a "+" then selecting it expands the table to one with a row for each unfinalized submission for that exam. If it contains a "-" then selection collapses the

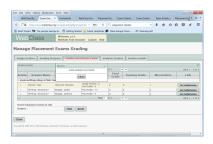
¹⁸The process whereby the owner(s) record the official score and release the submission to the student.

¹⁹The table is updated but the displayed image does not automatically refresh so it may be necessary to refresh the browser to update the displayed table.

corresponding submission columns.

To actually finalize a submission:

- 1. Select the small "pencil" in the left column of the corresponding row. This causes a text box to one in the "Final Grade" column of that row and the pencil is replaced by two links: a small square "floppy disk" icon for "Save" and a small circle with a diagional diameter for "cancel".
- 2. Enter the final grade in the textbox and press the "Save" icon. A "Grade Updated Successfully" popup will offer assurances that the submission is finalized.



In the image above there are three scored "Kyote College Writing" submissions from two sessions: "Fischer Test" and "Writing: 9amJan27". Each has been scored by one grader and that is all that is necessary for it to move to this table since **Min Scorers** is set to 1. A submission by Marissa Handcock from the "Fischer Test" has been graded by Angie Fischer who assigned it a grade of 6 and by Paul Eakin, who assigned a 5. The owner has just decided on a final grade of 6 which is the minimal passing score. When the browser is refreshed that item will leave the table because it has finalized status²⁰.

For the Jackie Beagle submission in the "Writing: 9amJan27" scorer Paul Eakin assigned a 77. The final grade must be a whole number in the range $0\cdots 10$. The owner has interpreted the 77 as "out of 100" (presumably with an understanding with the scorer), converted that to 7.7 out of 10 rounded that to the closest integer: 8





3.5 "Unfinalizing"

Any teacher knows that there are occasions when one wants to reconsider a grade. Since submissions leave the grading tables when scored and they then leave the Finalize Grades table when finalized, a mechanism is needed for an owner to "unfinalize" that is to:

- restore a submission to the Finalize Grades table and
- label the submission "Grade to be Finalized" in the Exam Results tables

The simplest way to do this is:

²⁰There is a simple way to "unfinalize" and re-score a submission (or leave it unscored)

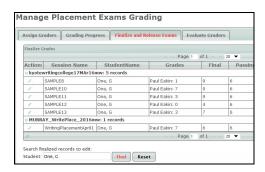
1. At the **Evaluate Graders** tab on the Manage Placement Exams Grading page, select the session containing the submission(s) to be unfinalized.



- 2. Select **Get Submission** for the exam of interest. This will re-open the submission for scoring. There is no need to open the exam
- 3. The owner has full editing and scoring capability at this point and may elect to go ahead and take whatever action is under consideration (e.g. rescoring) immediately. The exam will still end up in the Finalize Grades table and will need to be finalized there.. Select **Go to Submit Button Page** followed by **Submit and Record Results**.

3.5.1 Finalized Records Lookup

The Search finalized records to edit at bottom of the Finalize and Release Exams page allows the owner to look up for the particular placement class all of the placement records of any student²¹. Here, for instance, the owner has generated a table of all of student G. One's attempts.



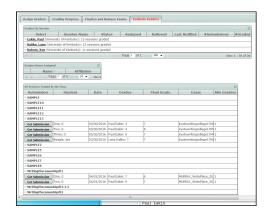
This provides an alternative approach to "unfinalizing" a submission.

3.6 The Evaluate Graders tab

The **Evaluate Graders** tab on the *Manage Placement Exams Grading* page provides a complete grading history of class. The principal table lists all sessions currently scheduled in the class²². Each session listing expandable to a sub-table of all finalized submissions along with the graders, the scores they assigned, and the final grade.

²¹To be precise, the exams that will appear in the search results are: those that have been graded by at least one grader and those that have been marked faulty.

²²The table can get long if large numbers of sessions have been scheduled. One can deactivate a session by going to the Exam Scheduling page. Simply select a session from the *Current Sessions* menu and select **Delete Session**. This will move it to the "Old and Deleted Sessions" menu at which it can be restored or permanently deleted.



As noted in section 3.5, submissions can be scored (by the owner) on this page. Some owners prefer to score on this page since the scored items remain on the page. The page does not update automatically, however, so when grading a number of submissions here one typically will want to refresh the browser periodically.

4 Exam Results

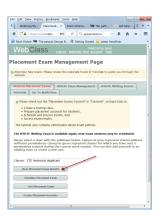
The results of any exams scheduled in the writing placement class are accessible to any member of the class who:

- 1. Has teacher permissions
- 2. Has been assigned the "Homework Reader" (h) role or is an owner of the class.

Thus, for instance, when working toward decisions on placement and intervention, academic advisers and teachers can, through membership in the placement class, be afforded direct access to student scores and the actual student work.

Exam results can be retrieved either at the yellow menu **Exam Results** link for the class or at the **View Placement Exam Results** link on the teacher login page at www.kyote.org.





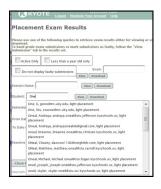
Both links take one to the $Placement\ Exam\ Results$ page where results are retrieved as described in the $Kyote\ User\ Guide$.

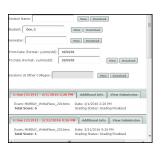
To retrieve the results for a particular session, enter the name in the Session Name textbox. Note that this is an autocomplete entry so the system will present a menu with fewer and fewer choices as

the session name is entered. Select the session of interest when it appears in the list and press **View** for a table in the browser or **Download** for a spreadsheet.



To look up a particular student, enter the last name in the *Student* textbox and, as above, select **View** or **Download**. For example, to look up the record for the student G. One. The **View** gives a table like the one at right.

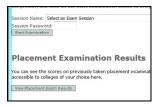




4.0.1 Student Access to Results

Students access their finalized results via the Kyote account they used to take the exam. The student logs in at www.kyote.org and selects View Placement Exam Results .

This produces a table of all of the student's exams. For each exam there is an array or checkboxes which the student can select to direct his/her results to Kentucky colleges and universities.





Index

Kyote Writing System, 1 Search finalized records, 12

Assign Graders tab, 7 assigning roles, 3

class owner, 3

Declare Exams Faulty, 4 default, 3 Delete Session, 12 Download, 14

Evaluate Graders, 12 Exam Results, 13

FERPA, 1, 4 floppy disk icon, 11

getSubmission, 9 Go to the Submit Button Page, 9 Grade to be Finalized, 11 Grader Assignment, 7 grader pool, 7

Homework Reader, 4 Homework Reader (h), 13 Homework Writer, 4 Homework Writer role, 4

Kyote English Exam, 1 Kyote User Guide, 3 KyoteWrite, 1

learning.blogs.nytimes.com, 3

Min Scorers, 11 minimum passing score, 3

New York Times, 3 Newman's NKU Placement List, 3 non-commercial, 1 non-profit , 1 Notify Graders, 8

owner role, 4

pencil icon, 11

professional responsibility, 4

Report Reader, 4 Report Reader' role, 4

scorer practice exam, 1 staff responsibility, 4 Student Access to Results, 14 Submit and Record Results, 9

teacher privileges, 7

View Placement Exam Results, 13, 14

Yellow Menu, 3, 8